

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

November 17, 2009

**FROM: COLLEEN KRYGIER, Director**  
**Department of Aging and Adult Services**

**SUBJECT: IHSS PROGRAM INTEGRITY AND FRAUD PREVENTION PLAN**

**RECOMMENDATION(S)**

Approve the IHSS Program Integrity and Fraud Prevention Plan and authorize submission to the State of California, Department of Social Service as required to receive funding to assist in deterring fraud in the In-Home Supportive Services program for the period of November 1, 2009 through June 30, 2010.

(Affected Districts: All)

(Presenter: Colleen Krygier, Director, 891-3917)

**BACKGROUND INFORMATION**

The State of California, Department of Social Services (CDSS), under The State's Budget Act of 2009, is providing State funds to counties for the purpose of fraud prevention, detection, referral, investigation, and additional integrity efforts related to the In-Home Supportive Services (IHSS) Program. Counties are required to submit a plan for State approval in order to receive a portion of the \$10 million in State funds appropriated for this program.

On October 6, 2009, the Department of Aging and Adult Services (DAAS) was notified by CDSS of additional State funds targeted for anti-fraud activities for the IHSS program, California's largest in-home care program. In San Bernardino County, the Department of Aging and Adult Services (DAAS) maintains the IHSS program as a service to eligible County residents. The IHSS program is a Federal, State, and locally funded in-home care program that provides personal care and domestic services to aged, blind, or disabled individuals in their own homes. The purpose of the program is to allow these individuals to live safely at home rather than in costly and less desirable out of-home placement facilities.

IHSS program regulations and practices are meant to ensure only those who qualify for IHSS are authorized to receive benefits. However, the potential for fraud in IHSS exists. DAAS has developed the IHSS Program Integrity and Fraud Prevention Plan (Plan) in an effort to deter fraud within the IHSS program. The Plan is a collaborative effort, led by DAAS, with input of the San Bernardino County District Attorney's Office (DA) and the State of California, Department of

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cc: DAAS-Krygier w/ plan  
County Counsel-Carey-Wilson  
HS-Hallen  
CAO-Chacon  
File -DAAS w/ plan  
jll 11/19/09

**ITEM 10**

Record of Action of the Board of Supervisors

**APPROVED (CONSENT CALENDAR)**  
**COUNTY OF SAN BERNARDINO**

Board of Supervisors

|        |       |     |     |     |
|--------|-------|-----|-----|-----|
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LAURA H. WELCH, CLERK OF THE BOARD

BY

DATED: November 17, 2009

# IHSS Program Integrity and Fraud Prevention Plan

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## San Bernardino County Department of Aging and Adult Services

Prepared by:

**County of San Bernardino**

**Department of Aging and Adult Services**

Colleen Krygier, Director

**Program Development Division**

Jeanine Chenault, Deputy Director

November 1, 2009



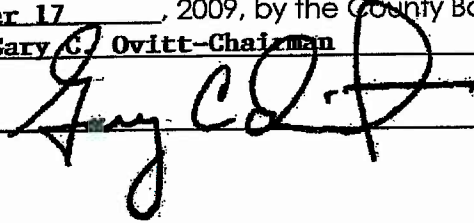
### Verification of Intent

The IHSS Program Integrity and Fraud Prevention Plan is hereby submitted for the State of California Department of Social Services requesting participation in the Enhanced Anti-Fraud Program for the period **November 1, 2009** through **June 30, 2010**. It includes all assurances and plans to be conducted by the San Bernardino County Department of Aging and Adult Services in conjunction with the San Bernardino County District Attorney's Office and the State of California Department of Health Care Services.

### Board of Supervisor Approval

Approved on November 17, 2009, by the County Board of Supervisors  
Name of Approver: Gary C. Ovitt-Chairman

Signature \_\_\_\_\_



Name of County District Attorney Representative: Gary Fagan, Chief Deputy  
County District Attorney Representative Telephone #: 909-891-3338  
Email Address: gfagan@sbcda.org

Name of County Welfare Department Representative: Colleen Krygier, Director Department of Aging & Adult Services  
County Welfare Department Representative Telephone #: 909-891-3917  
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## Overview of Plan

### INTRODUCTION

The In-Home Supportive Services (IHSS) program is California's largest in-home care program. IHSS provides personal care and domestic services to aged, blind or disabled individuals in their own homes. The purpose of the program is to allow these individuals to live safely at home rather than in costly and less desirable out-of-home placement facilities.

Since April 2002, the IHSS recipient population in San Bernardino County has grown by 67.3% and provider enrollment has grown by 56.4%. Currently, 86 social workers are responsible for more than 20,000 IHSS recipients. Social workers determine if recipients are eligible and make annual visits to determine continuing eligibility for the IHSS program.

IHSS program regulations and practices are meant to ensure that only those who need IHSS are authorized to receive benefits. However, the potential for fraud in IHSS exists. Fraud affects recipients, providers, and the taxpayer. Fraud occurs through misrepresentation by recipients and providers, and impacts more than financial losses. This fraud also impacts the health and well-being of this frail population and results in lost wages to providers. IHSS fraud investigations are currently based on reports of suspected fraud by the public and referrals by social workers. These reports of suspected fraud are referred to the investigations unit for the State of California Department of Health Care Services (DHCS). DHCS will conduct formal investigations.

San Bernardino County Department of Aging and Adult Services (DAAS) plans to use State funds to enhance current strategies targeted to deter fraud within the IHSS program. The plan is a collaborative effort, led by DAAS, with input of the San Bernardino County District Attorney's Office (DA) and DHCS. The County plan consists of five essential elements that serve as the foundation to improve current fraud prevention activities.

| Prevention    |          | Awareness Program           | Training:<br>Recipients/<br>Providers  | Fraud<br>Tip Hotline |                                      |
|---------------|----------|-----------------------------|--|----------------------|--------------------------------------|
| Detection     | Elements | Training:<br>Social Workers | Data Analysis                          | Referral<br>Process  | Tracking:<br>Referrals               |
| Investigation |          | Unannounced Home<br>Calls   | Tracking:<br>Investigation<br>Outcomes |                      |                                      |
| Collection    |          | Centralize Process          | Tracking:<br>Restitution               | Repayment<br>Letters |                                      |
| Prosecution   |          | District Attorney           | Conviction                             | Restitution          | Tracking:<br>Prosecution<br>Outcomes |
|               |          |                             |  |                      |                                      |

## **Purpose**

The vision of the San Bernardino County IHSS Program Integrity and Fraud Prevention Plan model is that it serves as a comprehensive strategy, which will enhance IHSS program integrity to:

- Reduce fraud and abuse,
- Empower staff to correctly identify and document incidents,
- Enhance collaboration methods between IHSS, the DA, and State agencies, and
- Obtain successful prosecution and restitution.

If the plan is approved by the California Department of Social Services (CDSS), San Bernardino County Department of Human Services certifies that program integrity efforts will commence within 60 days of receipt of funding.

## **Methodology**

### **OVERVIEW**

Five essential elements encompass the IHSS Program Integrity and Fraud Prevention Plan: Prevention, detection, investigation, collection, and prosecution. With this focus, the County will integrate newly allocated funds to address anti-fraud components that will enhance and improve existing fraud prevention activities.

The Fraud Prevention Taskforce is a collaborative effort between DAAS, the DA, and DHCS. The taskforce is comprised of designated County staff and DHCS investigators assigned to the County region. The taskforce concentrates on fraud detection and referral activities.

DAAS will work in conjunction with the Program Development Department (PDD) to coordinate implementation of the business process of this proposed anti-fraud plan.

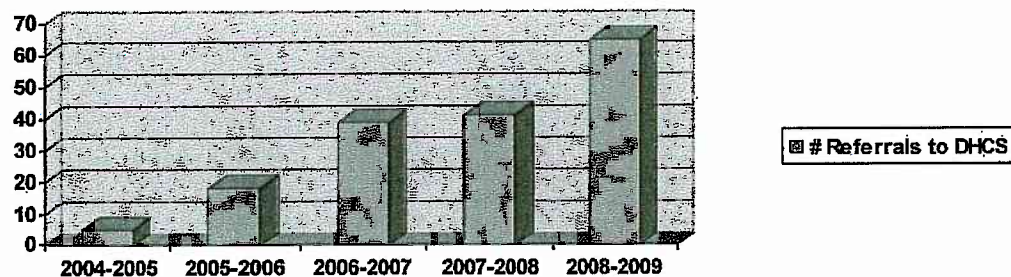


## CURRENT ANTI-FRAUD ACTIVITIES

San Bernardino County's current taskforce anti-fraud activities include:

- Centralize fraud referrals
- Maintain County-wide Fraud Tip Hotline
- Monitor Case Management Information and Payrolling System (CMIPS) Reports that include 300+ hour report, Death Match report, 60-Day No Timesheet Activity, etc.
- Cross match records for employees and Providers
- Cross match records for employees and Recipients
- Cross match on recipient/provider
- Enhance policies and procedures for deterring and reporting fraud
- Requirement for County staff to disclose employment as a IHSS Provider

Since inception of the Fraud Prevention Taskforce, fraud referrals have increased significantly. As shown below, IHSS fraud referrals increased by 58% in the last two years.



## PROPOSED ANTI-FRAUD ACTIVITIES

San Bernardino County proposed anti-fraud activities include:

- Develop an in-County investigation process
- Create an IHSS Fraud Investigations Unit
  - Conduct unannounced home visits
  - Conduct data analysis
    - Track: referrals, investigations, restitution, prosecutions
  - Report Processing (Death match, multiple address match reports, employee/client cases, etc.)
- Assess fraudulent cases and escalate to appropriate agency
  - When warranted, resolve cases through repayment agreements
- Centralize overpayments/underpayments process
  - Identify triggers for fraud referral initiation
  - Conduct collection activities
- Establish a Fraud Awareness Program – Internal/External training
- Maintain/Handle Fraud Tip Hotline
- Enhance collaboration with DA, DHCS, and CDSS

## IHSS FRAUD INVESTIGATIONS UNIT

The Fraud Prevention Taskforce will evolve to the IHSS Fraud Investigations Unit (FIU) to handle all anti-fraud activities for IHSS. FIU will consist of social workers and County Fraud Investigators who will examine suspected cases of fraud by recipients, providers, and employees. FIU will process IHSS fraud referrals and co-report accordingly to DHCS for escalated investigations and to the DA for substantiated fraudulent cases. In addition, FIU will

- Conduct unannounced home visits
- Conduct data analysis
  - Track: referrals, investigations, restitution, prosecutions
- Process reports (Death match, multiple address match reports, employee/client cases, etc.)
- Assess fraudulent cases and escalate to appropriate agency
- Serve as the collections entity and resolve overpayments through repayment agreements
- Maintain the Fraud Tip Hotline

Refer to Attachment A which provides statistical information for the last five fiscal years regarding fraud referrals and outcomes.

## INVESTIGATION PROCESS

The table below provides a general concept of the proposed investigative business process in order to identify the levels of investigation and agency roles.

| Part   | Function                      | Action  |
|--|-------------------------------|---|
| Reported Fraud <ul style="list-style-type: none"> <li>• fraud referrals</li> <li>• public fraud complaints</li> <li>• Fraud Tip Hotline referrals</li> </ul> | FIU receives all:             | FIU completes research and determines if there is suspected fraud that: <ul style="list-style-type: none"> <li>• Requires collateral contact, then FIU will assign fraud referral to the County Fraud Investigator for a formal investigation.</li> <li>• Is over \$500 amount, then FIU will send the fraud referral directly to DHCS Investigations Unit for a formal investigation.</li> </ul> |
| Investigation  | County Fraud Investigator     | Investigator conducts formal investigation: <ul style="list-style-type: none"> <li>• If evidence results in provable fraud, DAAS will work with the DA to determine if the case meets oversight or criminal criteria.</li> </ul>  |
|  | DHCS fraud Investigation Unit | DHCS conducts formal investigation: <ul style="list-style-type: none"> <li>• If evidence results in provable fraud, DHCS refers investigation to the DA to prosecute on criminal or civil charges.</li> </ul>   |



## **FRAUD AWARENESS PROGRAM**

In an effort to increase public and client fraud awareness, the awareness program will be developed by enhancing current training curriculums and creating additional training programs. In addition, San Bernardino County will create fraud awareness materials that will be utilized in DAAS lobbies, orientations, and home visits as follows:

- Display anti-fraud posters in County offices
- Show anti-fraud campaign video at provider orientations
- Enhance current training plans to incorporate program integrity modules
  - Fraud detection
  - Interviewing techniques
  - County fraud policies and procedures
  - Training on both internal and external fraud

## **Overpayments and Underpayments**

DAAS will continue to identify overpayments per current practice and begin to identify and track underpayments as required by CDSS. DAAS has dedicated staff responsible for auditing the overpayment and underpayment reports. With additional funding, we will centralize these activities in the FIU unit that will routinely audit and review the overpayment/underpayment business process. By centralizing this process, DAAS will enhance current activities to further identify/reduce overpayments/underpayments by proposing the following:

Identifying overpayments/underpayments:

- Conduct unannounced home visits
- Respond to complaints and hotline tips
- Review deathmatch report, 300+ hour provider report
- Review timesheet processing exception report

Reducing overpayments/underpayments:

- Educate clients on timely reporting
- Establish triggers for fraud referral initiation
- Ensure DAAS staff takes timely action on reported changes
- Improve communication with Medi-Cal eligibility staff regarding reported changes

Implementation of this process will further reduce overpayment and fraudulent activities within the IHSS program. Refer to Attachment A which provides statistical information for the last five fiscal years regarding overpayments and underpayments.

## **Partnerships and Collaborations**

### **DISTRICT ATTORNEY**

DAAS has a long standing partnership with the DA involving welfare fraud prevention and investigation. DAAS and the DA entered into a Memorandum of Understanding (MOU) outlining each entity's capabilities and service responsibilities. DAAS has specialized DA representation when handling IHSS cases. Collaboration by the DA and DAAS regarding anti-fraud activities include:

- Provide investigative training
- Work directly with IHSS FIU on investigations
- File criminal charges when investigations reveal evidence of provable fraud
- Continue with established satisfactory methods for the exchange of information necessary for each party to perform its duties and functions

### **DHCS INVESTIGATIONS UNIT**

DAAS continued collaboration with DHCS will enhance current processes and commitment to deterring IHSS fraud in San Bernardino County. With the implementation of this new plan, DHCS Investigations Unit is committed to:

- Train San Bernardino County IHSS staff on Fraud and Abuse
- Continue participation in the IHSS Fraud Taskforce (New IHSS FIU)
- Continue with established satisfactory methods for the exchange of information necessary for each party to perform its duties and functions

### **CDSS**

DAAS will continue to report to CDSS statistical reports on a quarterly basis. With this plan, DAAS proposes to enhance partnership with CDSS as follows:

- Collaborate with CDSS to determine suitable fraud statistics to be tracked
- Establish a CDSS point of contact
- Provide quarterly fraud reports to CDSS
- Identify and report anti-fraud best practices
- Assist CDSS with development of training tools for fraud identifiers
- Meet with CDSS on an as needed basis to confer and problem solve

## Tracking and Reporting

This plan will be implemented as soon as funds become available. San Bernardino County will commit to track and report outcomes of its efforts to CDSS by the set due date indicated by CDSS. Subsequent annual plans will be submitted to the CDSS as required.

## Implementation Budget

During the first year of implementation, DAAS in conjunction with the DA proposes the following budget for San Bernardino County IHSS Program Integrity and Fraud Prevention measures:

| Staffing  | Position   | Annual Cost          | Allocated Supervisor per CW | Cost per month | FY 09-10 * 6 months | FY 10-11 * 12 months |
|---|--|----------------------|-----------------------------|----------------|---------------------|----------------------|
| 9   | Social Worker II                                 | \$ 160,000           |                             | \$ 13,333      | \$ 719,982          | \$ 1,439,964         |
| 6.52  | Social Worker – Allocated Supervisors            | \$ 160,000           | \$ 24,540                   | \$ 2,045       | \$ 110,430          | \$ 220,860           |
| 5   | County Fraud Investigators                       | \$ 143,000           |                             | \$ 11,917      | \$ 357,510          | \$ 715,020           |
| 9.57  | County Fraud Investigators Allocated Supervisors | \$ 143,000           | \$ 14,943                   | \$ 1,245       | \$ 37,350           | \$ 74,700            |
| <b>Direct Charge Costs</b>  |  |                      |                             |                |                     |                      |
| 15  | Computers  | \$ 1,700             |                             | \$ 15,300      |                     |                      |
| 15  | MS Office License                                | \$ 400               |                             | \$ 3,600       |                     |                      |
| 80  | Hand held portable scanners                      | \$ 250               |                             | \$ 12,500      |                     |                      |
| 6   | lap tops   | \$ 825               |                             | \$ 7,425       |                     |                      |
| 6   | Ms/Office for lap tops                           | \$ 400               |                             | \$ 3,600       |                     |                      |
| 6   | VPN 1 time fee                                   | \$ 120               |                             | \$ 1,080       |                     |                      |
| 6   | Monthly VPN fees                                 | \$ 20 each per month |                             | \$ 120         | \$ 720              | \$ 1,440             |
| 6   | Broad Band cards - 1 time fee                    | \$ 75                |                             | \$ 450         |                     |                      |
| 6   | Broad band monthly fees                          | \$ 40                |                             | \$ 240         | \$ 1,440            | \$ 2,880             |
| 15  | Cell Phones                                      | \$ 50                |                             | \$ 750         | \$ 300              | \$ 600               |
| * Cost is based on a fully loaded time study position cost. The costs include Administration costs, Office Assistant, Program Specialist, Deputy Director, District Manager, Supervising Fraud Investigator, Fiscal Specialist support and all vehicle costs. |  |                      |                             | Total          | \$ 61,130           | \$ 1,225,272         |
|   |  |                      |                             |                | \$ 61,130           | \$ 2,450,544         |
|   |  |                      |                             | Total Cost     | \$ 1,286,402        | \$ 2,450,544         |

## Enclosures

### ATTACHMENT A:

San Bernardino County Statistical Data Sheet for fiscal years 04-05 through 08-09.

# San Bernardino County Statistical Data

## FY 04-05 through 08-09

| Overpayments Identified by County OA    | FY 04-05          | FY 05-06 | FY 06-07 | FY 07-08  | FY 08-09  |
|---|-------------------|----------|----------|-----------|-----------|
| Total Amount per Fiscal Year            |                   | \$ 6463  | \$ 7953  | \$ 10,503 | \$ 23,222 |
| Number of Instances                     |                   | 7        | 15       | 12        | 44        |
| Provider                                |                   | 0        | 6        | 1         | 13        |
| Recipient                               |                   | 7        | 9        | 11        | 31        |
| County Error                            |                   |          |          |           |           |
| Unknown                                 |                   |          |          |           |           |
| Other                                   |                   |          |          |           |           |
| Underpayments Identified by County OA   | FY 04-05          | FY 05-06 | FY 06-07 | FY 07-08  | FY 08-09  |
| Total Amount per Fiscal Year            | NO DATA AVAILABLE |          |          |           |           |
| Number of Instances                     | NO DATA AVAILABLE |          |          |           |           |
| Change of Hours identified by County OA |                   |          | 48 cases | 91 cases  | 108 cases |

| Fraud Referrals/Outcomes                     | FY 04-05  | FY 05-06 | FY 06-07 | FY 07-08  | FY 08-09 |
|--|-----------|----------|----------|-----------|----------|
| Number of referrals to DHCS                  | 5         | 18       | 39       | 41        | 65       |
| Number handled locally by DA                 | 17        | 27       | 4        | 18        | 15       |
| Number of convictions                        | 13        | 13       | 3        | 10        | 4        |
| Court Ordered Restitution                    | 13        | 13       | 3        | 10        | 4        |
| Amounts of funds involved in the convictions | \$109,331 | \$70,981 | \$32,806 | \$156,668 | \$8,399  |
| Amount of funds recovered                    | \$64,185  | \$73,020 | \$31,611 | \$145,761 | \$8,399  |
| Amount of funds pending recovery             |           |          |          |           |          |
| Basis for the Conviction                     |           |          |          |           |          |
| Recipient                                    |           |          |          | 1         |          |
| Provider                                     | 13        | 13       | 3        | 9         | 4        |
| County staff                                 |           |          |          |           |          |
| Other  |           |          |          |           |          |
| Unknown                                      |           |          |          |           |          |

| Documented referrals to DA              | FY 04-05  | FY 05-06  | FY 06-07 | FY 07-08  | FY 08-09 |
|---|-----------|-----------|----------|-----------|----------|
| Accepted                                | 17        | 27        | 4        | 18        | 15       |
| Rejected                                | 1         | 2         | 1        | 1         | 2        |
| Pending                                 |           |           |          |           |          |
| Completed investigations                |           |           |          |           |          |
| No Fraud                                |           |           |          |           |          |
| Total Dollar Amounts                    | \$136,932 | \$136,958 | \$40,842 | \$194,147 | \$51,474 |
| Cases Referred for Prosecution          | 17        | 25        | 3        | 17        | 15       |
| Criminal Charges Filed                  | 17        | 25        | 3        | 17        | 15       |
| No Charged Filed                        | 1         | 2         | 1        | 1         | 2        |
| Convictions                             | 13        | 13        | 3        | 10        | 4        |
| Acquittals                              |           |           |          |           |          |
| Dismissals                              | 4         | 4         | 0        | 1         |          |
| Pending investigations                  |           |           |          |           |          |
| Restitution                             |           |           |          |           |          |
| Court Ordered                           | 13        | 13        | 3        | 10        | 3        |
| Dollars Collected in Restitution Action | \$64,185  | \$73,020  | \$31,611 | \$145,761 | \$6,518  |
| Fines                                   |           |           |          |           |          |
| Prosecutions Completed                  | 14        | 21        | 3        | 10        | 4        |
| Convictions                             |           |           |          |           |          |
| Misdemeanor                             | 10        | 11        | 1        | 5         | 4        |
| Felony                                  | 3         | 2         | 2        | 5         | 0        |



## San Bernardino County Budget Justification

### IHSS Fraud Investigations Unit Fraud Funding Plan for FY 2009-10

| Budget Section                                 | Total              |
|--|--------------------|
| A. Personal Costs (Includes Employee benefits) | \$981,787          |
| B. Operating Expenses                          | \$60,983           |
| C. Equipment Expenses                          | \$200,000          |
| D. Travel/Per Diem and Training                | \$13,230           |
| <b>Total Expenses</b>                          | <b>\$1,256,000</b> |

| A. Personnel Costs (Including employee benefits)   | Total Budget     |
|--|------------------|
| <b>Title:</b> 7 Social Worker IIs<br><b>Salary Calculation:</b> Salary \$55,750 Benefits \$22,662 Personnel/Overhead \$65,920 /6months X 7<br><b>Duties:</b> Work in IHSS Fraud Investigations Unit (FIU). Conduct initial investigation process by making announced home visits, reviewing reports and assessing fraudulent cases, and escalate to appropriate agency when warranted. Work in conjunction with County investigators. Collaborate with the State Investigations and District Attorney to prepare fraudulent cases for prosecution. Utilize state of the art database to report and track fraud referrals and outcomes. | \$505,162        |
| <b>Title:</b> 1 Supervising Social Service Practitioner<br><b>Salary Calculation:</b> Salary \$76,713 Benefits \$32,917 Personnel/Overhead \$65,920 /6 months<br><b>Duties:</b> Supervise the fraud investigations unit operations. Ensure adherence to County policy and productivity standards are maintained. Serve as liaison between FIU and regular IHSS staff. Use state of the art database to track unit productivity and fraud referrals and outcomes. Generate statistical reports. Serve as point of contact for County and state fraud investigators.   | \$87,775         |
| <b>Title:</b> 2 PID Fraud Investigators<br><b>Salary Calculation:</b> Salary \$70,336 Benefits \$30,885 Personnel/Overhead \$42,195 /6 months X2<br><b>Duties:</b> Devoted to work in IHSS FIU to investigate IHSS fraud. Work with District Attorney and state fraud agencies to bring fraud suspects to justice. Provide court testimony on behalf of the department.  | \$143,416        |
| <b>Title:</b> 1 Supervising Fraud Investigator<br><b>Salary Calculation:</b> Salary \$77,565 Benefits \$36,639 Personnel/Overhead \$42,195 /6 months<br><b>Duties:</b> Supervise County fraud investigators. Ensure adherence to County policy and productivity standards are maintained. Assist in fraud investigations and provide necessary resources to subordinate staff.   | \$78,200         |
| <b>Title:</b> 1 Office Assistant<br><b>Salary Calculation:</b> Salary \$34,165 Benefits \$16,113 /6 months<br><b>Duties:</b> Will provide all clerical support to FIU staff. Will utilize FIU database to conduct data entry on all fraud referrals and reporting results.   | \$25,139         |
| <b>Title:</b> 1 District Manager at .25 FTE<br><b>Salary Calculation:</b> Salary \$84,480 Benefits \$29,173 / .25 FTE / 6 months<br><b>Description:</b> Implementation cost (one time only) assessed for handling unit's logistics and processes. The District Manager will be the administrator of FIU. Reports to Department executives unit status, progress, and will be contact person to provide annual reporting to the state. Will be part of overhead following the future fiscal years.  | \$14,206         |
| <b>Title:</b> 1 Program Specialist<br><b>Salary Calculation:</b> Salary \$64,561 Benefits \$28,029 / 6 months<br><b>Description:</b> Implementation Cost. Program Specialist I will develop FIU program policy development and media materials.  | \$46,295         |
| <b>Title:</b> 1 Program Specialist II at .5 FTE<br><b>Salary Calculation:</b> Salary \$ 69,489 Benefits \$25,690 / .5 FTE / 6 months<br><b>Description:</b> Implementation Cost. Program Specialist II serves as a lead and mentor in the development of FIU policy development and implementation.  | \$23,794         |
| <b>Title:</b> 2 Fiscal Specialist<br><b>Salary Calculation:</b> Salary \$41,397 Benefits \$16,403 / 6 months<br><b>Description:</b> Implementation Cost. Provide fiscal assistance and develop FIU budget plan. Continue assessing the unit during the implementation phase to adjust budget plan accordingly.   | \$57,800         |
| <b>Total Personnel Costs</b>   | <b>\$981,787</b> |

| B. Equipment Expenses   |  | Total Budget    |
|---|--|-----------------|
| <b>Title:</b> 9 Computers Systems<br><b>Description:</b> Cost of \$1123.90 each. Computers will provide the unit with the tools necessary to complete fraud referrals and investigations, and record outcomes. Computers will also facilitate use of the Fraud Investigations Unit database.  |  | \$10,115        |
| <b>Title:</b> 9 Office 2007 Pro Licenses<br><b>Description:</b> Cost of \$425 each. Office applications enable the Unit to access appropriate forms and policies, and utilize applications accordingly.   |  | \$3,825         |
| <b>Title:</b> 9 Sets of Monitors<br><b>Description:</b> Cost of \$200 each. Necessary component of the computer systems.  |  | \$1,800         |
| <b>Title:</b> 9 Dual Mounting Monitor Brackets<br><b>Description:</b> Cost of \$173 each. Necessary component of computer system.   |  | \$1,557         |
| <b>Title:</b> 5 58" Plasma Televisions<br><b>Description:</b> Cost of \$2653 each. Televisions will be mounted in the 5 County conference rooms where provider orientations are held. Televisions allow the State Fraud CD to be viewed in a large forum. In addition, all offices will have the ability to effectively provide fraud awareness outreach to both providers and clients. |  | \$13,265        |
| <b>Title:</b> 5 Plasma Mounting Brackets<br><b>Description:</b> Cost of \$69 each. Necessary component to the Televisions   |  | \$345           |
| <b>Title:</b> 5 Plasma Speakers<br><b>Description:</b> Cost of \$476 each. Necessary component to the Televisions.  |  | \$2,380         |
| <b>Title:</b> 100 Portable Scanners<br><b>Description:</b> Cost of \$250 each. Portable scanners will allow all IHSS staff to view original ID documents and immediately obtain copies. This process minimizes fraudulent cases where misrepresentation of clients and providers occur.   |  | \$25,000        |
| <b>Title:</b> 2 System Printers<br><b>Description:</b> Cost of \$1348 each. Necessary component for workload.   |  | \$2,696         |
| <b>Total Equipment Costs</b>  |  | <b>\$60,983</b> |

| C. Operating Expenses   |  | Total Budget   |
|---|--|----------------|
| <b>Title:</b> Training<br><b>Description:</b> Training developed by collaboration of the District Attorney, State DCHS Fraud Investigations Unit, and County training department. Training will not only be developed for FIU, but will be made available online for all IHSS staff. Development and programming assessed as a one time cost of \$100,000.  |  | 100,000        |
| <b>Title:</b> Public Relations Campaign<br><b>Description:</b> Campaign development of posters, handouts, county anti-fraud video, purchasing FIU outreach materials such as pens/pencils, magnets, etc.  |  | 35,000         |
| <b>Title:</b> Printing Costs<br><b>Description:</b> Bulk printing cost of FIU materials such as forms, policies, and desk aids. In addition, cost of printing outreach materials, such as posters, handouts, and brochures.   |  | 15,000         |
| <b>Title:</b> Tracking and Reporting Database<br><br><b>Description:</b> IT Department will assist in the development of a state-of-the-art database that will house FIU productivity and will have data tracking and reporting capabilities. This database will house all fraud referrals and outcomes which will include tracking of overpayments/underpayments, and restitutions. Development and programming assessed as one time cost of \$50,000. |  | 50,000         |
| <b>Total Operating Costs</b>  |  | <b>200,000</b> |

| D. Travel Expenses   |  | Total Budget  |
|--|--|---------------|
| <b>Title:</b> 9 Vehicles<br><br><b>Description:</b> Usage for 7 SW and 2 Fraud Investigators. mileage 37cents average monthly mileage 500 = \$185.00 per car. Monthly cost for cars: \$540 and Mileage Cost: \$ 1665 |  | 13,230        |
| <b>Total Travel Costs</b>  |  | <b>13,230</b> |